

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CM-479

For: State and County Offices

Updating Service Center Information Management System (SCIMS) Before FY 2004 Rollover

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Many County Offices continue to experience problems with making program payments because corrections are not made timely to the "Entity Type Code". County Offices are reminded to ensure that all SCIMS customer and employee data has been updated to reflect all known changes and corrections before rollover. Software will automatically perform the rollover of SCIMS data.

B Purpose

This notice:

- requires County Offices to ensure that any necessary updates to SCIMS customer and employee data are performed immediately
- provides an entity type code review and validation reminder
- provides the scheduled date for the SCIMS rollover.

2 Updating SCIMS Database Files Before Rollover

A SCIMS Database Files

County Offices shall verify that all known corrections and updates have been made to the SCIMS customer and employee data.

Disposal Date

December 1, 2003

9-5-03

Distribution

State Offices; State Offices relay to County Offices

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2 Updating SCIMS Database Files Before Rollover (Continued)

B Entity Type Codes

County Offices shall review and validate:

- that SCIMS business types are current and correct
- the use of entity type code “99”
- that “bad” entity type codes are carried over from 1 year to another
- other entity type code problems.

This past year many County Offices experienced problems with the entity type code when issuing previous year payments to producers. County Offices are reminded:

- that the rollover will lock out changing the entity type code for all years except FY 2004

Note: In FY 2003, many FY 2002 records were rolled over to FY 2003 without checking the entity type code, which required manual interaction by ITSD.

- to only use entity type code “99” for general entity members with a temporary ID number.

Note: County Offices are inappropriately using entity type code “99” to get an entity in the system. Payments are not issued to a producer with an entity type code of “99”. See 1-CM, Exhibit 11 for proper entity type codes.

C SCIMS Rollover Schedule

The SCIMS database will not be available beginning at 7:00 p.m. c.t. on Friday, September 26, 2003, through 6:00 a.m. c.t. Monday, September 29, 2003, so ITSD can perform the SCIMS rollover process. State and County Offices will be notified upon completing the rollover process.

3 Action Required

County Offices shall ensure that all necessary customer and employee updates are completed by **COB Thursday, September 25, 2003**, to ensure that all updated data is refreshed in SCIMS and ready for rollover.